

**Vacancy Announcement  
U.S. Embassy  
Monrovia, Liberia**

Vacancy Announcement  
# 10-2009

**OPEN TO:** All Interested Candidates  
**POSITION:** Driver/Clerk/Expeditor, FSN-4  
**OPENING DATE:** March 19, 2009  
**CLOSING DATE:** April 1, 2009  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Not-Ordinarily Resident (NOR):  
(Position Grade: FP-AA to be confirmed by Washington)  
Ordinarily Resident (OR): US \$5,383 p.a.

**LENGTH OF HIRE: FIXED TERM NOT TO EXCEED THREE YEARS.**

NOTE: ALL NON-LIBERIAN APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING WORK IN COUNTRY BEFORE BEING ELIGIBLE TO APPLY.

The US Embassy in Monrovia is seeking an individual for the position of Driver/Clerk/Expeditor with the Office of Overseas Buildings.

**Basic Function of the Position:**

Serves as Driver/Clerk/Expeditor for Construction Project Director transporting passengers, cargo, pouches, purchasing local or picking up office supplies, expediting people and materials from the Port and Airport, performing general office file maintenance and other office operation support tasks.

**Required Qualifications**

1. **Education:** Completion of secondary school is required.
2. **Prior Work Experience:** Three to five years of professional driving experience and six months of office support required. Experience with U.S. Embassy is highly desirable and a definite plus.
3. **Post Entry Training:** Embassy guidelines on expediting, vehicle usage and operations along with guidelines for filing and cash accounting.
4. **Language Proficiency:** Level III English.
5. **Job Knowledge:** Knowledge of local driving routes, laws and regulations. Working knowledge of expediting people and materials through customs.
6. **Skills and abilities:** Ability to safely operate passenger and light cargo motor vehicles. Must exercise tact and diplomacy in dealing with official and VIP visitors. Ability to

follow filing, local purchase instructions and expediting directions provided. Good Computer skills required. Must have a valid local driver's license.

**A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office, ((231) 77-054826) and at <http://monrovia.usembassy.gov/vacancies.html>.**

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Letter of Application
2. A current resume or curriculum vitae plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
Application for **Clerk/Driver/Expeditor**  
American Embassy  
P.O. Box 98  
1000 Monrovia 10 Liberia  
(HRMonrovia@state.gov)

**Please include point of contact information including full name and telephone number.**

**CLOSING DATE FOR THIS POSITION: April 2, 2009**

## DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:**

- U.S. Citizen; and,
- Spouse or unmarried child at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: (April 2, 2009)

***he US Mission in Monrovia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.***

***The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.***

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST  
MONROVIA, LIBERIA

2. AGENCY  
DEPARTMENT OF STATE - OBO

3a. POSITION NO.

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION  
☐ a. Reclassification of duties: This position replaces

Position No. , OBO Clerk / Driver / Expediter (Title) (Series) (Grade)

☒ b. New Position  
☐ c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority				
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)

7. NAME OF EMPLOYEE

8. OFFICE/SECTION  
OBO/PD

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

Typed Name and Signature of Supervisor Date(mm-dd-yy)

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of Section Chief or Agency Head	Date(mm-dd-yy)	Typed Name and Signature of Admin or Human Resources Officer	Date(mm-dd-yy)
<b>13. BASIC FUNCTION OF POSITION</b> Serves as Driver/Clerk/Expediter for OBO Construction Project Office transporting passengers, pouches, cargo, purchasing local or picking up GSO office supplies, expediting people and materials from the Port and Airport, performing general office file maintenance, and various office operation support tasks.			
<b>14. MAJOR DUTIES AND RESPONSIBILITIES</b> <div style="text-align: right;"><b>40 % OF TIME</b></div> <p> <b>Following Project Director and Administrative Assistant's instructions, the incumbent operates a passenger motor vehicle to expedite and transport agency personnel, official and VIP visitors, and performs minor preventive maintenance. Ensures that each passenger occupying any seating position in a motor vehicle, whose seat is equipped with a seat belt, shall have the seat belt properly fastened at all times when the vehicle is in motion. Expedites visitors and materials, performs messenger and delivery work, including the pickup and delivery of documents or invitations, or carrying out various other important errands.</b> </p> <p>         Performs filing under the supervision of Project Director and Admin Assistant. Covers the OBO office on Saturday's for the administration section when driving or expediting is not required. Purchases office supplies locally documenting the vendors priced and ensuring the Embassy receives all discounts available and is accountable for petty cash used to pay for the materials. Performs other duties as assigned. <b>40 % OF TIME</b> </p> <p>         Performs daily safety checks and minor maintenance of OBO vehicles and immediately informs the Project Director or in his absence the Admin Assistant, of required major maintenance or repairs. Keeps vehicle in safe running condition at all times, including cleanliness both inside and outside, waxing and vacuuming as necessary. Maintains logs for vehicle usage, maintenance tracking, warranty program, and fuel consumption. <b>20 % OF TIME</b> </p>			
<b>15. REQUIRED QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>a. Education Completion of Secondary School</li> <li>b. Prior Work Experience 3 to 5 years of professional driving experience and six months office support. Experience with U.S. Embassy is highly desirable and particularly with OBO or FBO.</li> <li>c. Post Entry Training Embassy guidelines on expediting, vehicle usage and operations along with OBO/CFSM/CM guidelines for filing and cash accounting.</li> <li>d. Language Proficiency Level III English</li> </ul>			

e. Knowledge

Knowledge of Embassy's instructions and local driving routes, laws and regulations. Working knowledge of expediting people and materials through customs and the ability to use a computer to perform duties.

f. Skills and Abilities

Ability to safely operate passenger and light cargo motor vehicles. Possession of valid Liberian driver's license for above vehicles. Skill in use of a computer to perform expediting and filing duties. Ability to discover safety discrepancies during daily vehicle checks and make minor repairs for safe operation of the vehicle, i.e. change tires, wiper blades, etc. Ability to follow filing, local purchase instructions and expediting directions provided by the Project Director through Administrative Assistant.

**16. POSITION ELEMENTS**

a. Supervision Received

Reports to the OBO Project Director or in their absence the Construction Manager and Administrative Assistant.

b. Supervision Exercised:

None.

c. Available Guidelines

OBO notices and bulletins and the OBO/CFSM/CM Guidebook; Embassy administrative notices and bulletins

d. Exercise of Judgment

Must exercise exceptional judgement in assessing driving conditions and ensuring the safety of the passengers and equipment. Must exercise good judgment to schedule daily activities to include office support and proper procedures for local purchase and accounting of Petty Cash.

e. Authority to Make Commitments

None

f. Nature, Level and Purpose of Contacts

External - Traffic police license department to assist in the issuance of driving licenses, plates, and auto registration for official cars and official American's POV's. Automobile Dealerships and garages.

Internal – Works closely with Post GSO for expediting and Embassy maintenance facilities, to insure proper, timely, and effective maintenance work on official vehicles.

g. Time Required to Perform Full Range of Duties after Entry into the Position

One month.

